

# Release from Active Duty (RELAD)

## Overview

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### Introduction

This guide provides all of the details regarding a Member's Release from Active Duty (RELAD).

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### Contents

The following topics are covered in this section.

Topic	See Page
<a href="#">Guiding Principles</a>	2
<a href="#">The RELAD Process</a>	5

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# Guiding Principles

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<b>Introduction</b>	This section provides the guiding principles for a RELAD.
<b>References</b>	<p>The following references provide additional information about releasing a member from Active Duty.</p> <ul style="list-style-type: none"><li>• <a href="#">Military Separations, COMDTINST M1000.4 (series)</a></li><li>• <a href="#">Joint Federal Travel Regulations, Volume 1</a></li><li>• <a href="#">Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)</a></li><li>• <a href="#">Reserve Policy Manual, COMDTINST M1001.28 (series)</a></li><li>• Coast Guard Separation Program Designator Handbook &amp; <a href="#">ALCOAST 125/10</a></li></ul>
<b>Separation Pay</b>	Separation pay authorizations are entered in the separation request component by PSC (epm/(opm) and carried over into the separation orders. Any corrections to the separation pay authorization must be completed by PSC (epm/opm). SPOs cannot edit the separation pay authorization data.
<b>Separations for Active Duty and EAD Officers</b>	Only PSC (opm) is authorized to approve separations for Active Duty officers and Reserve officers on Extended Active Duty (EAD) contracts. If the separation is not present in the system, the SPO should email <a href="#">ARL-PF-PSC-opm-1-Separations</a> to let them know.
<b>SGLI Effect</b>	SGLI/FSGLI/TSGLI terminates effective the first day of the month following separation for all separation orders. If the member being RELAD wishes to continue SGLI/FSGLI/TSGLI coverage, the receiving SPO will need to restart SGLI/FSGLI upon reporting. For Reserve members being RELAD off of long term orders, the SPO may delete the termination row prior to the SPO data entry cutoff date.
<b>Corrections &amp; Deletions</b>	See the Amending and Cancelling Separation Orders User Guides.

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## Guiding Principles, Continued

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### **Before you begin**

Expiration of Enlistment type separations do not require prior authorization from PSC, and will not appear on the airport terminal. For all Expiration of Enlistment type separations, the SPO will start the Separation Orders.

Direct Access no longer automatically adds a Travel Order Number (TONO)/Line of Accounting (LOA) to Separation and Retirement orders. TONOs/LOAs are now added by DCMS-831 (PCS TONO Funds Manager) if the member elects to relocate upon separation/retirement to their Home of Record/Home of Selection. This change will ensure that the Coast Guard only allocates funds to members who are actually moving/incurred costs. Refer to the latest Sep/Ret TONO Process Change message.

Pay entitlements for a member who is being released from Active Duty (RELAD) will automatically be stopped on the effective date of separation. SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation or the member will be performing long-term Active Duty immediately following RELAD or discharge (e. g. A Reserve member who is RELAD from an EAD order and begins duty on another type of long-term orders the next day).

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### **Reservists**

RELAD transactions are only required for Reservists completing (or being released from) long-term Active Duty. Long-term Active Duty is Active Duty for more than 139 days ADT or more than 180 days ADOT. Involuntary recalls under Title 10 U.S.C are also treated as long-term Active Duty, regardless of the duration of the recall. Recalls under Title 14 U.S.C. are treated as short-term Active Duty. Therefore, no RELAD transaction is required for demobilization from a recall under Title 14 U.S.C.

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### **Reserve Member Status**

A Separate Reserve Member Status Change is no longer required for RELADs, even if the member has never been a Reservist. It is all covered in the RELAD Separation Orders.

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## Guiding Principles, Continued

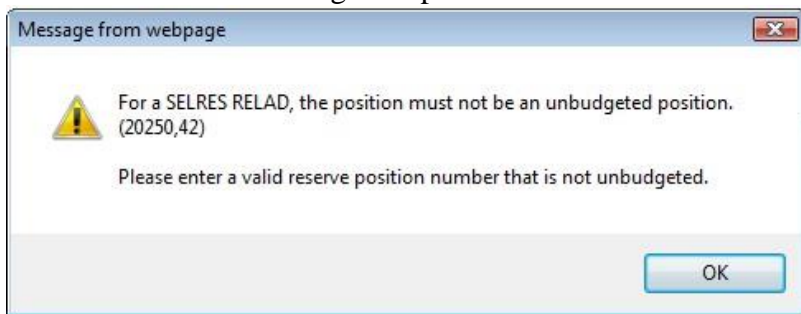
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### RELAD into the SELRES

When releasing a member from Active Duty to affiliate with the selected Reserve (drilling) you must enter a SELRES position number on the RELAD travel order. Position numbers are provided by the In Service Transition Team at the Coast Guard Recruiting Command.



The position must be at the department (unit) the member will be drilling at and cannot be an "Unbudgeted" position.



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### RELAD into the IRR

The department ID #002817 and position number #00062025 will default on the Report row of the Order Travel tab.

Mail records for IRR members to:

COMMANDER (PSC-RPM-3)  
PERSONNEL SERVICE CENTER  
US COAST GUARD STOP 7200  
4200 WILSON BLVD STE 1100  
ARLINGTON VA 20598-7200

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# The RELAD Process

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**Introduction**      This section provides an overview of how the RELAD process works.

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**Process**      This table lists the events that take place in connection with a RELAD. This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the separation orders to be input.

Stage	When	Then
1	The Separation is authorized	The member submits Career Intention Worksheet (CIW) – (CG-2045)
2	Member's Command received CIW	The Command endorses the CIW and forwards it to the Servicing Personnel Office (SPO).
3	SPO-Data Entry Technician (CGHRS User) receives the Sep Authorization (Officers) or the CIW (Enlisted)	The SPO tech completes the RELAD orders.
4	SPO Tech completes the orders	The SPO tech routes the orders for approval. They also complete the DD-214 (if applicable) and print it for review by the SPO Supervisor.
5	SPO Tech submits the order	<p>The SPO Supervisor (CGHRSUP) goes into “View My Requests” and audits and approves RELAD orders.</p> <p><b>Note:</b> Orders should be approved no later than the date the member departs unit.</p> <p>The SPO Supervisor approves the DD-214 by going into the DD-214 component, checking the final button and printing the DD-214. This will electronically send the DD-214 to DMDC.</p>
6	The SPO Supervisor approves the Separation Orders	The system shuts down the member's Active Duty pay and puts them into either a SELRES or IRR status.

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